

Lowell Public School District

Confidential Secretary of the Superintendent of Schools (414)

JOB POSTING

Job Details

Posting ID

414

Title

Confidential Secretary of the Superintendent of Schools

Description

Confidential Secretary of the Superintendent of Schools

REPORTS TO: Superintendent of Schools

EFFECTIVE DATE OF EMPLOYMENT: July 01, 2023

TERMS OF EMPLOYMENT: Twelve month position, non-affiliated employee

SALARY: \$ 53,000 to 62,000 annually

SUMMARY

- Performs a variety of secretarial functions requiring full knowledge of the Office of the Superintendent of Schools.
- Assists the superintendent with tasks necessary for the efficient operation of the public schools.
- Completes the detail and written work and coordinate other matters essential to the efficiency and effectiveness of the Office of Superintendent.
- Completes and compiles the detail and written work related to School Committee actions and coordinate other matters essential to the efficiency of the School Committee.

Essential Duties and Responsibilities include the following:

- Gives timely public notice of School Committee meetings, prepares the agenda and relevant materials for School Committee meetings, and prepares follow up communications, as appropriate.
- Coordinates expulsion hearings, confers with appropriate administrative and legal staff to prepare correspondence, and schedules stenographer, as needed.
- Prepares all correspondence of the Superintendent and School Committee regarding negotiations and other labor union matters.
- Coordinates the grievance process, including preparing correspondence of the Negotiator and the Superintendent regarding grievances and arbitrations, scheduling meetings, maintaining a calendar of scheduled grievances and arbitrations, maintaining files of proceedings of grievances, arbitrations and negotiations.
- Maintain and update Lowell Public Schools website. This includes, but is not limited to, keeping the district wide calendar updated with all important dates and events, updating and maintain the Superintendent's pages, and maintaining the School Committee pages. Additional maintenance and duties to be performed as requested.
- Coordinates the timely preparation of school system documents, including School Calendar, Early Dismissal Schedule, Schedule of School Hours, Superintendent Administrative Meeting agendas, etc. disseminates and posts on the LPS website
- Communicates with members of the Lowell School Committee, as needed.
- Communicates with State and City officials
- Compiles accurate operational statistics and gathers such other data as the superintendent may require.
- Maintains the district policy manual.
- Maintains the archive of school committee and central office records.
- Receives all incident reports.
- Takes and transcribes dictation of various types, including correspondence and notices.
- Obtains, gathers and organizes pertinent data as needed and puts it in usable form.
- Processes and screens appropriately incoming correspondence and calls as instructed.
- Maintains a schedule of appointments and makes arrangements for conferences, interviews and meetings.

- Prepares and disseminates the bi-weekly Superintendent's Bulletin for faculty and staff, the Superintendent's Newsletter and Administrative Updates..
- Assigns duties to and supervises the work of office staff in the Superintendent's Office.
- Uses sound judgment to report to the superintendent developments or problems requiring the superintendent's awareness or action.
- Performs related work as required.

QUALIFICATIONS

1. Must have excellent interpersonal skills, highly developed secretarial skills, sound judgment, and well-developed organizational skills. In addition, to perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. At least 5 years of exemplary full-time office experience.
3. Works collaboratively with all members of State and City Offices and governmental agencies
4. Maintains a highly confidential demeanor and possesses excellent communication skills with all constituency groups.
5. Ability to take dictation accurately and efficiently.
6. Proficient with various productivity suites including: MS Office, iWork, and Google Apps. Comfortable in both Mac and Windows operating environments. Knowledge of mobile operating systems is also desired.
7. Ability to effectively use email and web search strategies to convey and secure appropriate information
8. Ability to read and interpret documents, writes routine reports and correspondence accurately, and speak effectively on the telephone and in person.
9. Ability to exercise sound judgment, self-starter, takes initiative, and applies common sense and understanding when confronted with both routine and unexpected situations.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	
<i>Salary Code</i>	Per Semester	<i>Job Category</i>	District Administrative
<i>External Job Application</i>	Clerical Application	<i>Internal Job Application</i>	Clerical Application
<i>Location</i>	Central Office	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	06/30/2023
<i>Internal End Date</i>	<i>General End Date</i>	07/20/2023

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Angela Say	<i>Title</i>	Human Generalist
<i>Location</i>	Central Office	<i>Phone</i>	
<i>Email</i>	asay@lowell.k12.ma.us		

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>
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